

List of Changes to E-Filing Policies and Procedures Manual:

	Chapter Number	Current Page # or Chapter #	New Page #	Block Name	Modification
1	Two	8		System Requirements	In the “NOTE”, change page 15 to 16 and change the words “the original document is in color” to “otherwise ordered by the court”.
2	Two	10		Changing the Password	Remove the word “Your” from Step 3.
3	Two	12			Add Pro Se Litigant E-Noticing Policy which changes subsequent pagination for this chapter and entire manual.
4	Three	17	19	Overview	Change the page numbers for civil exceptions from 21 to 23 and criminal exceptions from 23 to 25. “Civil Exceptions can be found on page 23 and criminal exceptions can be found on page 25 of this manual.”
5	Three	19	21	Civil Case Sealed Documents	Change the chapter number from 4 to 8 in the third paragraph. “Sealed documents filed in public civil cases are to be electronically filed by registered filing users in accordance with Local Civil Rule 5 and procedures set forth in <i>Chapter 8, Electronic Filing of Sealed Documents in Civil Cases</i> , of this manual.
6	Three	21	23	Civil Case Exceptions	In the 4 th block of the table add “(unless file with an acceptance of the offer of judgment)” after the words: <i>Offers of Judgment</i> .
7	Three	27	29	Signatures: Nine Element Signature Block	Move “E-mail address” as its own bullet item. Currently it is on the same line as the fax number.
8	Three	27	29	Signatures: More Than One Party/Signatory	Modify bullet item: PDF the electronically signed version of the document to say: Convert the electronically signed version of the document to PDF.
9	Five (Which is now Four)	47	31		All of Chapter Five is now Chapter Four and pagination has changed.
10	Six (Which is now Five)	54	38		All of Chapter Six is now Chapter Five and pagination has changed.
11	Eight (Which is now Six)	103	41		All of Chapter Eight is now Chapter Six and pagination has changed.
12	Seven	70	63	Filing a Motion in a Civil Case: Selecting the Case	Change the word two to three in the second paragraph: The screen shot below shows that three civil cases numbered 06-690 exist in the system: one is in Alexandria, one in Norfolk, and the other is in Richmond. The correct case has been selected by clicking the box next to that case.
13	Seven	73	66	Filing a Motion in a Civil Case: Selecting the PDF File Name and Location	Change “Its” to The document” in the second bulleted item: Select the document. The document name should appear in the <i>Filename</i> box.
14	Seven	74	67	Filing a Motion in a Civil Case: Selecting the PDF File Name and Location – Screen Shot and Notes	Change the name of the training module in the last bulleted item from “Filing a Civil Motion” to “Filing a Motion to Compel” to match the name on the PACER website.
15	Seven	87	80	Filing a Motion in a Criminal Case: Selecting the PDF File Name and	Change the name of the training module in the last bulleted item from “Filing a Criminal Motion” to “Filing a Motion to Compel” to match the name on the PACER website.

	Chapter Number	Current Page # or Chapter #	New Page #	Block Name	Modification
				Location- Screen Shot with Notes	
16	Seven	101	94	Creating a New Party: Party Information Screen – Notes	Change the name of example company from <i>Jones Fence</i> to <i>Smith Fence</i> to match the example in the screen shot.
17	Seven	107	100	Correcting a Mistake: Before You Commit a Transaction	In the “Note” section, change the word “will” to “could” to be more accurate. We have learned that, about 15% of the time, using your <i>Back</i> browser button could mean that your document does not get attached to your filing, and you won’t discover this problem until you get the NEF, which will not have a hyperlink to your filed document.
18	Seven	108	101	Quality Control	In the lead sentence, change the words “will be implementing” to “has implemented”:
19	Seven	109	102	List of Topics	Change the block name from “List of Topics” to “Computer Based Training Modules”, and remove topics no longer in use at Pacer website.
20	Four (now eight)				Chapter Four is now Chapter 7 and pagination changes on every page.
21	Four (now eight)	33		Service by Electronic Means Like Service by Mail	This page was removed as it is no longer applicable due to Local Civil Rule 7 and Local Criminal Rule 47 amendments which took effect on December 1, 2016.
22	Four (now eight)	40	113	Service of Process	Remove the word “Internet” in the last line of the page.
23	Four (now eight)	43	116	Title of Page	Change the title of the page from “Policies and Procedures – Electronic Transcripts” to “Electronic Filing and Service of Documents – Electronic Transcripts” to be consistent with the rest of the manual.
24	Four (now eight)		127		Added Section – Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice
25	Four (now eight)		142		Added Section – Civil Initiating Documents – Electronic Submission
26	Two			Title Page	Added Pro Se E-Noticing and change subsequent pagination for the rest of the chapter and subsequent chapters.
27	Five	Four		Title Page	Chapter 5 title page is now Chapter 4 title page.
28	Six	Five		Title Page	Chapter 6 title page is now Chapter 5 title page.
29	Eight	Six		Title Page	Chapter 8 title page is now Chapter 6 title page.
30	Seven	Seven		Title Page	Change page numbers on Chapter 7 title page.
31	Four	Eight		Title Page	Chapter 4 title page is now Chapter 8 title page.